CHAPTER XXX.

In this chapter are put together a few matters which have failed to find a place elsewhere.

I.—Records.

1. **Lists A and B.**—In 1857 orders were first given for the systematic classification of vernacular records with a view to the destruction of those that were useless, and Lists (A) and (B) of useful and useless papers respectively were then made. The principles on which the classification was made are explained in the following minute, but new lists were published with *G. R. No.* 1395, *March* 3, 1877.

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"In order to include nearly all papers of importance, some of the entries in the list have purposely been made very comprehensive: for instance, No. 52 includes all statements which may have been prepared regarding staple products, manufactures, &c. It would be a pity to destroy papers containing statistical information which is not required now, if that information be of a nature which is likely to prove of interest at a future time.

"In this and similar cases the Collectors will exercise their discretion, bearing in mind that it is better to give the doubt in favour of preserving papers whenever any doubt exists.

"In some districts there are papers relating to special inquiries or of local importance. These, if omitted from the present list, should also be entered by the Collector in the supplement.

"But it is hoped that the entries in the list now forwarded will be found sufficiently comprehensive to include nearly all papers which it is really desirable to preserve permanently, or at all events to form a sufficient guide in coming to a decision as to what should or should not be kept.

"The papers in list (A) are to be duly classified, catalogued, and preserved, according to the rules in force.

"Papers of older date than 1830 should all be preserved. Before that period records were not numerous; and it is better to leave undisturbed the useless papers there may be among the records of

the earlier years of the British Government than to risk the destruction of valuable documents, or to take the trouble of selecting the useless.

"If however there be accumulated useless papers of an earlier date which can easily be separated from the mass, the Collector may refer to the Revenue Commissioner for sanction to destroy them.

"In the List (B) are entered papers which are to be destroyed periodically.

"Records of this description should be put up monthly in bundles, and beyond the arrangement by months no classification is necessary, nor are lists required. The 'rumáls' in which these papers are kept should be dyed blue, and should be placed on shelves apart from the records included in List (A).

"Where records are examined it will be the duty of the revising officer to see whether, by mistake or otherwise, papers which are to be permanently preserved have been included in these bundles. No other examination of the temporarily useful records will be needed.

"No papers should be destroyed except under the immediate superintendence of the Collector, his Assistants and Deputies, or the Daftardár of the Collectorate.

"The Mámlatdár and subordinate officials are not thereby relieved from the responsibility of answering for the destruction of useful papers among those which are periodically destroyed as useless. This responsibility will be rigidly enforced.

"The periodical destruction of records in the Collector's office will take place during the monsoon after the 1st August; that of the district offices during the fair season, when the Collector, his Assistant or Deputy, visits the District Kacheris.

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"There are many papers which accumulate in the course of the transaction of miscellaneous business, but which might well be destroyed as soon as the purpose for which they were written has been fulfilled. It is impossible to give detailed instructions regarding such papers.

"There are other papers not included in the List (B) for periodical destruction, because they are, from the first, of such minor importance, that they can hardly be recognized as official documents.

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"The Collectors are requested to use their own discretion regarding the distinction of such papers.

"But whatever papers may be destroyed beyond those mentioned in List (B) it is necessary that duplicate lists, showing the nature of the papers so destroyed, be prepared at the time, duly signed, and carefully preserved.

"But for this precaution it may be alleged at some future time that papers of value have been destroyed by authority, and a record to disprove such an assertion is necessary.

"The useless papers may be disposed of by sale; but in such case before being delivered to the purchaser they should be soaked in water and thoroughly wetted, so as to efface the writing as much as possible."—*G. R. No.* 4774, *Nov.* 4, 1857.

With the object of enabling boys attending vernacular schools to learn to read vernacular handwriting, Mámlatdárs may supply on application by a schoolmaster of a Government school a number of B list papers, taking a receipted list thereof from the schoolmaster, who shall be responsible for them, and on duly returning them can have a fresh supply of such B list papers. Care however must be taken that no *records* are allowed to leave the Mámlatdár's kacheri. By "records" are meant those of the A. list that are to be kept, and all B. list papers lent are to be carefully returned.—*G. R. Nos.* 2643 *May* 22, *and* 3099, *June* 19, 1878.

2. Rules for Vernacular Official Correspondence.

(1) All correspondence should be classified under two heads *i. e.*—

(*A*)—Useful for record.

(*B*)—Of temporary utility; to be destroyed after two years.

(2) Copies are to be kept in the office where the original is *not* filed. In offices where the original comes back to be filed after disposal, it is not necessary to keep copies. But officers may use their discretion as to copying or recording an abstract of any of the papers.

(3) The officer who receives the final order will note at the foot of it that it has been obeyed when returning the correspondence, as well as enter the order in the list of unanswered references under 'orders received and obeyed."

(4) The form of this list of unanswered references will run thus :—

(*a*) Orders received and obeyed.

(*b*) Orders undisposed of, and the reasons, which will be written in the register, of which a specimen is given in the Appendix.

(5) All (A) papers will however be either copied or registered. The register will not pretend to give the contents or substance, but simply the number, the date, and the names of the subject; but where any amplification of the register is found desirable, by additional headings or otherwise, there is no intention under this rule to prohibit the same.

(6) The substance of all (B) papers should be registered, otherwise all needful trace of them will be lost after two years.

(7) The officer, whether Mámlatdár, Assistant Collector or Collector, who gives the final order on a petition, must prepare that order in his own office, but may, for facility of delivery, transmit it through his subordinate.

(8) Every answer to a petition should contain so much of the points of a case as may be necessary to enable superior officers in case of appeal to form a judgment whether to accept or reject the petition of appeal.

(9) When the order of a subordinate is reversed or modified, the reasons are to be communicated to the subordinate. When the order is confirmed a simple intimation to that effect will suffice.

(10) The petitioner is also to be informed.

(11) The officer sending the order to his subordinate should note on it (A) or (B) according to his judgment, and the subordinate officer should class the order accordingly.—*G. R. No.* 596, *May* 20, 1867.

3. **Destruction of old records.**—The destruction of useless records is not to be allowed to fall into arrears, and is to be done by the ordinary establishments. It is of the utmost importance that the orders as to the destruction of records should be carefully and regularly carried out, as useless papers not only take up a great deal of room, but if allowed to accumulate soon get beyond the power of the ordinary establishments to put in order.—*G. R. No.* 3043, *Aug.* 16, 1873, *and No.* 4491, *Aug.* 21, 1874.

4. **Chalu Vahivat records.**—All papers in cases of 'Chálu Vahivát' (Bombay Act III. of 1876) are to be destroyed at

the end of six years, except the record of proceedings, the register book, and original deeds or authentic copies of the same.—*High Court No.* 1715, *Dec.* 15, 1869.

5. **Abkari records.**—Records in cases under Acts XXXI. of 1860 and III. of 1852 are to be destroyed according to the rules in force for the records of criminal cases.—*High Court No.* 1365, *Sept.* 17, 1867, *and Rev. Commr. No.* 5115, *Dec.* 19, 1870.

6. **Rules for the custody of Village Records.**

(1) The Kháta and Kird Vahis (or ledgers and day-books) of only the year current and preceding are to be retained by the Kulkarni in office, all those of older date being transferred at the close of every second year to the Mámlatdár of the táluka.

(2) All other accounts, papers, &c., prepared for official purposes by the officiating Kulkarni to be retained by him, care being taken that such papers are properly assorted and registered.

(3) These records and their Fcrists (lists) to be inspected by the Collector, the Assistants, and Mámlatdárs, on every occasion of their visiting the village where the Kulkarni may reside, the date of inspection being noted in the documents by the examining officer with his signature in full.

(4) All the records referred to in Rules 1 and 2 to be duly transferred by Kulkarnis going out of office to their successors, whose receipts for them should be forwarded immediately to the Mámlatdár.

(5) In cases where the Kulkarni has the conduct of the duties of two or more villages, the records of each village are to be kept perfectly distinct.

(6) The officiating Kulkarni to be left to provide for the custody of his records in the way he may think best calculated to ensure their safety, *i. e.*, he may either deposit them in the village chávdi (where guarded), or keep them, as is now generally done, in his own house. He is, however, to be held responsible for their preservation in a clean and serviceable state, as well as for their immediate production when called for.

(7) All infringements of the foregoing rules are to be reported to the Collector without delay.

[Note.—The above rules are somewhat modified by Hope's Manual, pp. 6 and 7.]

7. **Shelves.**—Records are, whenever practicable, to be kept in open shelves.—*G. R. No.* 3503, *Nov.* 29, 1842.

8. **Protection of records.**—To protect records from white-ants the shelves should stand in saucers of a strong solution of sulphate of copper or bluestone, *morchut*, or in the case of new shelves being made the wood should first be steeped in this solution. The 'rumáls' may be dipped in a solution of corrosive sublimate, *raskápur*. Great care must in either case be taken to prevent accidents during the use of these poisonous substances.—*Inam Commr. No.* 59, *Sept.* 6, 1851.

[NOTE.—It must be remembered that in many districts damp is quite as destructive to records as insects.]

It has been found by experiment that a solution of Perchloride of Mercury (corrosive sublimate) and water, in the proportion of one part by weight of the former to 144 of the latter, is efficacious as a protection to books, &c., against white-ants. It should be remembered, however, that this preparation is exceedingly poisonous; and it should never be used except under the supervision of a superior officer, who should see the vessels used properly cleaned and all bottles re-corked and sealed.—*G. R. No.* 1279, *April* 12, 1883, *and* 1388, *April* 24, 1883.

9. **Survey records.**—On the completion of the survey of a collectorate the records are to be catalogued and made over to the Collector, who is to have a separate place prepared for them, so that they may be kept apart from his other records. Whenever any document is taken out for reference, the date of its being so taken out and returned, should be entered in a book kept for the purpose. The Kárkun who is in charge of the Collector's vernacular records should have charge of these survey records also.—*G. R. No.* 5033, *May* 8, 1851.

10. **Waste paper.**—Waste paper is to be sold, and the proceeds credited to Government. All charges connected with the preservation of records must be provided for in the budget.—*G. R. No.* 889, *Feb.* 22, 1871.

11. **Section writing.**—The Governor-General in Council is pleased to prescribe the following rules in regard to charges by public officers for section writing, that is, for copying manuscript by piece work.

(2) No officer may make a charge for section writing, unless with the previous sanction of the authority that would be needful to authorise him to employ an establishment, permanent or temporary.

(3) Whenever sanction is given to a charge for section writing, the number of words to be copied for one rupee and the rate to be charged for tabular work shall be specified.

(4) Sanction may be given to the expenditure in any office of a specified maximum sum during a year, or during any shorter period that may be fixed, and within that specified sum the charge may be passed subject to the following conditions :—

(*a*)—The names of the persons to whom, and number of words or the measure of tabular matter for which, the payment has been made must be stated.

(*b*)—No contract or periodical allowances may be charged as section writing.

(5) Save with the special sanction of the Local Government, no person in the receipt of a salary from the Government may receive payment for section writing. This applies to section writing paid for by Government, and after office hours clerks may copy for private persons at section rates.—*G. of I. No.* 4018, *Nov.* 5, 1872, *and No.* 2030, *March* 31, 1875.

[The rules for giving copies of documents mentioned in the Registration Act will be found in Chapter XXI. As to the propriety of giving copies of records of different sorts, see Chapter XVII. Orders 8 and 17.]

MEMORIALS TO THE QUEEN-EMPRESS OR SECRETARY OF STATE.

I.—No memorial will be received or attended to unless forwarded as hereinafter prescribed.

II.—Every memorial should be accompanied by a letter requesting its transmission to the authority to which it is addressed.

III.—Every memorial addressed to Her Majesty or to the Secretary of State for India should be forwarded through the Local Government under which the writer is residing or is employed.

VII.—No limit is fixed to the time within which an appeal from an order of the Governments in India must be preferred to the Home Government, except in the case of appeals from a judicial decision in which the judge is a political officer, and in which the appeal ordinarily lies to Government in the Political Department. Such appeals must be preferred within a period of twelve months

from the date of communication to the persons concerned of the order to which objection is taken.

VIII.—Memorials may be transmitted either in manuscript or in print, but must, with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet.

IX.—Memorials, together with their accompanying documents, should be in English. If the accompanying documents must necessarily be forwarded in the vernacular, an English translation should be appended, which should be attested by the signature of the memorialist.

N.B.—It will be well for the transmitting office to examine such translations, and if they are found to be incorrect or faulty, to notice the fact in sending on the memorial.

X.—It is not necessary that memorials should be forwarded in duplicate or triplicate. The originals will invariably be transmitted to England, a copy being made and retained by the Government of India, if necessary, for record.

XI.—As a general rule, the transmission to England of a memorial duly forwarded through the proper channel will not be delayed by the transmitting Government in India beyond a month after the receipt of such memorial.

XII.—Governments and Administrations in India are vested with discretionary power to withhold the transmission of memorials addressed to Her Majesty or to the Secretary of State in the following cases:

1.—When a memorial is illegible or unintelligible.

2.—When a memorial contains disrespectful or improper language.

3.—When a second memorial is presented after a decision has already been given by the authority to which it is addressed, and when no new facts or circumstances are adduced which afford grounds for a reconsideration of the case. A memorial addressed to Her Majesty by a person whose appeal to the Secretary of State has already been rejected, shall be held to be a second memorial to the same authority, and shall not be transmitted.

4.—When a memorial is a mere application for pecuniary assistance by a person manifestly possessing no claim.

5.—When a memorial is an application for employment under one of the Governments in India from a person not belonging to the covenanted service.

6.—When a memorial is a mere appeal from a judicial decision.

7.—When a memorial is addressed by an officer still in the public service, and has reference to his prospective claim to pension.

8.—When a memorial is an appeal against an order of the Government of India, confirming a decision of a Local Government regarding the dismissal, removal or reduction of a Government servant whose salary was not more than Rs. 250 a month.

9.—When a memorial is a mere appeal against the non-exercise by one of the Governments or Administrations in India of a dispensatory discretion vested in such Government or Administration by law or rule.

XIII.—The Government of India may withhold the transmission of a memorial addressed to Her Majesty or to the Secretary of State, unless the memorialist has previously memorialised the Government of India and the Local Government concerned on the same subject.

XIV.—A list of memorials withheld under the discretionary power conferred by Rule XII. will be forwarded quarterly to the Government of India in the case of memorials withheld by Local Governments under the same discretionary power, and by the Government of India in the Department concerned to the Secretary of State.—*G. of I. Nos.* 707, *March* 29, 1878; 208, *Jan.* 30, *and* 2112, *Nov.* 7, 1879.

Addresses to the Government of India.

I.—An address, the sole or principal object of which is to promote or oppose a measure of Imperial legislation, or one which bears immediately upon general questions of Imperial policy, may be submitted direct to the Governor General in Council.

II.—When the object of an address is to induce the Governor General to give his assent to, or to withhold his assent from, a law passed by a Provincial Legislature, it should be transmitted through the Local Government concerned.

III.—An address intended to obtain the reversal of an executive act, or one which bears directly upon the executive action of a

Local Government, should be transmitted through the Local Government in respect of whose action complaint is made. This procedure should be followed in all cases in which the jurisdiction to be exercised by the Government of India is of an appellate character or necessarily involves a reference to the Local Government.

IV.—In the case of an address relating to a law passed by a Provincial Legislature, it will be convenient that a copy of the address should simultaneously be sent to the Governor General. In other cases it will be at the option of the writers to send direct to the Government of India duplicates of representations submitted to the Local Government.—*G. of I. No.* 12-408-24, *Mar.* 16, 1883.

Petitions and memorials to the Legislative Department, regarding measures pending in the Council of the Governor General, when sent in print, should be printed on foolscap size paper, and a large number of spare copies (80, if available) should be sent, as otherwise they have to be reprinted before being circulated to the Members of Council.—*G. of I. No.* 1260, *Nov.* 18, 1880.

Memorials by Government Officers.

Rules.

I.—Every officer wishing to address a memorial to Government shall do so separately and not in concert with others, but this prohibition against the submission of joint memorials is not intended to apply to or affect the private interchange of individual opinions.

II.—No officer in the employment of Government may submit any memorial in respect to any matter connected with the official position which he occupies in which he is not personally interested except as the agent of some person or persons unable to act in their own behalf. The personal interest referred to in this rule may be indirect.

III.—No officer in the employment of Government shall submit a printed memorial.

IV.—No memorial shall be submitted in a form set for general adoption, but shall be couched in the memorialist's own words and in temperate and respectful language.

V.—Any memorial contravening these rules will not be taken into consideration by the authority to which it is submitted, and the officer or officers submitting such memorials will incur the serious displeasure of Government.—*G. of I. No.* 1649, *Oct.* 19, 1876, 46-1772-98, *Sept.* 26, 1879, *and G. R. No.* 2883, *Nov.* 14, 1879.

II.—PETITIONS.

12. **Petitions to Government.**—Except in the cases of parties whose rank may entitle them to correspond with Government through Vakils, petitions to Government made by or through agents will be left unnoticed.

Petitions are received either through the Post Office, or in a box which is affixed for the purpose outside the Secretariat door. When sent through the Post Office, postage must be invariably paid.

Anonymous petitions will be disregarded.

Petitions in any of the languages of this Presidency when not accompanied by an English translation will be rendered into the latter language by the Translator to Government before being placed before the Governor in Council. Petitions in English will be received by Government if couched in intelligible language, otherwise they will be returned.

Petitions will not be received by Government regarding any matters which form the subject of judicial proceedings in the Courts or which properly fall within the jurisdiction of the Courts; nor will Government receive petitions containing complaints relating to the administration of civil or criminal justice under circumstances which leave other modes of obtaining redress open under the regulations.

Applications for situations in the gift of local or controlling authorities, or for admission into the public service, will remain unnoticed by Government.

Any person having cause of complaint against the proceedings of any officer of Government, civil or military, is in the first instance to seek redress from that officer's immediate superior, who if he declines compliance is to give the petitioner a written endorsement or order setting forth the grounds upon which the request is refused. If the petitioner is dissatisfied with this order, he is at liberty to address the chief local authority, and eventually the superior civil or military authority, by whom the chief local officer is controlled, or, in the event of there being no such intermediate controlling authority, the Government.

The preceding rule is not to be interpreted as precluding chief local or controlling authorities from using their discretion regarding the presentation direct to themselves of applications and complaints

which have not been previously submitted to officers subordinate to them.

The Government however will not receive a petition on any matter unless it shall appear that the petitioner has already applied to the chief local authority, and, where such exists, to the controlling authority. The petitions to the chief local and to the controlling authorities, or copies of them, and the answers to or orders upon those petitions in original, must be annexed to all petitions addressed to Government.

The Government after passing a final order on an appeal made to them will not notice a second petition on the same subject unless new matter requiring especial consideration be introduced.

When a petition is returned owing to any informality, the number of the rule infringed will be mentioned in the endorsement.—*Govt. Notif., Mar.* 26, 1877.

13. **Channel of communication.**—No communication from any individual resident in this Presidency can be considered by Her Majesty or Her Majesty's Government which is not transmitted through the prescribed channel, that is, His Excellency in Council.—*Govt. Gazette, June* 20, 1872.

14. **Government of India.**—Memorials to the Government of India must be in English.—*Govt. Gazette, April* 16, 1874.

III.—Stationery.

15. Rules regarding Indents.

(1) Indents for stationery for the use of public officers must be prepared on printed forms which may be obtained at the office of the Superintendent of Stationery, Bombay, otherwise they will be returned uncomplied with.

(2) No articles will be supplied other than those entered in the printed forms of indent.

(3) In offices for which a standard allowance of stationery has been sanctioned, that allowance must not be exceeded without the express sanction of Government.

(4) When there is no standard allowance, indents will be passed according to the numerical strength of the office esta-

blishment. Certain articles are supplied in the following proportions:—

Per Head per Annum.

Blotting paper	...	...Sheets	12
Quills	... ...	... No.	100
Steel pens	Nibs...	... „	50
	Magnum Bonums	„	25
Black ink powder	...	Bundles	6
Black lead pencils	...	... No.	4
India-rubber, pieces		... „	1

Either of the three.

(5) Should any extraordinary demand for stationery be anticipated, timely notice must be given to the Superintendent to enable him to obtain the necessary supplies from England.

(6) On the arrival of stores, the packages must be opened and their contents counted in the presence of the head of the department, or one of his assistants or deputies, and also, if possible, in the presence of a responsible officer from the Commissariat Department.

(7) If the contents correspond with the quantities entered in the receipt, the receipt should be at once signed and returned. Should there be any deficiency, the condition of the box must be carefully examined and the result reported.

(8) Slight breakages and such as entail no extra cost need not be reported.—*Supt. of Stationery No.* 570, *Aug.* 5, 1867.

16. All the offices supplied from the Stationery Office are put into divisions, and the indents of each division are to be made in a particular month, and in that month only.

All officers to note during what month they will be supplied with stationery, and the date on which their indents must be received in the Stationery Office.—*G. R. No.* 2589, *Sept.* 15, 1871.

17. From Jan. 1, 1879, indents are to be made on the individual and consolidated departmental system, and not as hitherto on the individual indent system.

As regards the future supplies on individual indents, no change will be made in the system of their present supply. Individual officers should note the month of their supply during 1879 in the Statement *A*, and provide in the indents for 1878 sufficient stationery to carry them on to the month of their supply in 1879.

As regards the future supplies of Consolidated Departments, the following instructions must be attended to:—

(1)—All the officers subordinate to, or connected with, the departments given in column 1 of the statement, are to send in their individual indents to the officers named in the said column.

(2)—These indents will be the same as now in use, and with regard to date of despatch should be forwarded to their head office in accordance with the instructions received therefrom.

(3)—On the receipt of these individual indents by the head of the department or office of consolidation, they are to be carefully examined, and the quantities compared and tested in accordance with the printed rules herewith sent and marked *B*.

(4)—The whole of the individual indents are then to be incorporated into the consolidated indents, a form of which will be supplied to the heads of departments or offices of consolidation with a separate letter.

(5)—The consolidated indent is then to be sent with all the individual indents to the Stationery Office in Bombay, and the supplies will then be sent direct to the various officers, and the consolidated indent will be filed there.

A list showing the dates of supply to different departments was sent with the above order. The indents are to be sent to the Stationery Office on or before the first of the month of supply. —*Superintendent's Circular No.* 1355, *Sept.* 29, 1877.

18. Consumption of Stationery.

A copy of these Rules to be inserted on the first page of the Stationery Book—

(1)—The charge of stationery in each department is to be entrusted, under the head of the department, to one individual, who shall be held responsible for it.

(2)—The Head Clerk, or one whose knowledge of the duties, and whose character points him out as fittest for the duty, is alone authorized to sign orders for stationery expressly required for the public service by any of the other Clerks, and every order shall specify the name of the person requiring stationery, the quantity and description, the date, and the specific purpose for which it is to be used. These orders shall be filed by the Clerk in charge of the stationery.

(3)—Knives, inkstands, rulers, and other durable articles, shall only be issued on an order countersigned by the Head of the Office or Senior Assistant present, which must specify that the worn-out article has been produced, or must otherwise account satisfactorily for the demand.

(4)—Ink should be prepared and distributed in a small tin-pot; a sheet of paper folded must never be used for this purpose.

(5)—Instead of the larger sized papers, such as imperial, royal, medium, and demy, which are required chiefly by the Account Department, foolscap should be used whenever practicable.

(6)—On the last day of each month, entries are to be made in the stationery book, from the orders filed by the Clerk in charge of stationery, of the total quantity issued during the month, and the balance in hand is to be checked with that shown in the book. The book is then to be signed by the head of the office, or one of his assistants or deputies.—*Supdt. of Stationery No.* 570, *Aug.* 5, 1867, *and Sept.* 29, 1877.

19. **Economy.**—Every care is to be taken to check waste and economize expenditure in stationery. It is not easy to lay down general rules, but it is within the power of all heads of offices, by means of issue-books, and a periodical audit and examination of expenditure and stock in hand, to keep a control over the matter and prevent waste or peculation.—*G. R. No.* 2264, *June* 7, 1872, *and Superintendent No.* 820, *May* 1, 1878.

20. In all departments stationery is to be economized as much as possible, and postage saved by the use of small paper when practicable, and envelopes no larger than is necessary.—*Court of Directors, Dec.* 16, 1835, *and G. R. No.* 2204, *Sept.* 15, 1870.

21. **Acts.**—Public officers requiring extra copies of Acts or other publications of Government are to apply to the Collector of Bombay.—*G. R. No.* 1748, *Sept.* 19, 1868.

22. **Woollen cloth**—Cloth for clothing peons and for covering desks is supplied by the Superintendent of Stationery to certain Government officers, such as Collectors, District Judges, &c. The Stationery Department supplies the cloth only, leaving the other materials to be procured by the different indenting officers.

Indents for Peons' clothing—Indents for woollens for peons' clothing are prepared every second year, and they should in all cases be

submitted for compliance through the Accountant General.—*G. R.* 1126, *June* 15, 1868, *and No.* 3340, *September* 1, 1882.

Peons in the Mofussil are generally allowed cloth at the rate of 2¼ yards per head for a coat without any extra cloth for edging, while those at the Presidency town are supplied with 2 yards per head for a coat and 6 inches for edging it. To Chob-dars and Court Criers cloth is supplied at the rate of 2¼ yards per head.—*G. R.* 94, *January* 18, 1862, 694, *March* 22, 1870, *G. R., Judicial Department No.* 2405, *April* 12, 1881.

Peons borne on temporary establishments are not to be supplied with clothing at the expense of Government.—*G. R. No.* 780, *March* 1, 1881.

Menial servants other than Peons are not to be supplied with clothing at the expense of the State.—*G. R. No.* 1100, *March* 29, 1880.

Indents for covering Office Desks.—Indents for woollens for covering office desks are complied with at the end of every seven years, and they should, as in the case of Indents for peons' clothing, be submitted through the Accountant-General for compliance.

Superfine cloth is supplied for covering the desks of officers and coarse for those of clerks.

Cloth for covering old desks made to be fitted with cloth should only be supplied from the stationery stores. Plain desks need not be covered with cloth.—*G. R. No.* 1294, *April* 6, 1882, *and* 1619, *May* 2, 1882.

IV.—Medical Attendance.

23. **Civil Surgeons.**—Civil Surgeons attend personally all uncovenanted officers living at the head-quarter station whose appointments are notified in the Gazette by the Government of India or by any Local Government or Administration.

In any station where there is an Apothecary, Sub-Assistant Surgeon, or Hospital Assistant, they are to attend at their own residences the upper subordinate grades of public servants, including clerks whose appointments are not gazetted. For Government servants of inferior grade dispensaries and general or civil hospitals are provided at most stations, and the servants of Government *employés* should also be treated at these hospitals or dispensaries. In all cases of emergency or great danger or difficulty the attendance of the Civil Surgeon is to be given when applied for by the subordinate medical officer.—*G. of I. No.* 2217, *Sept.* 20, 1869.

24. The ordinary civil work of civil medical officers, which they perform without any extra allowance (except travelling allowance under special circumstances), includes attendance on the ordinary civil or *quasi*-civil officers, on all the civil establishments, on all strangers passing through the district if in Government employ in some other district, and on all isolated officers or small parties of officers employed in or travelling about the district. Thus if a party of convicts is sent to work at out-door labour at a distance from the jail, the Civil Surgeon is bound to visit them at all reasonable times without charge, except under certain circumstances, for travelling allowance.

When the Civil Surgeon's presence may be required beyond a distance of five miles from the limits of his station, he will in future draw travelling allowance.

It however seems questionable whether attendance at a distance of five miles should in all cases be required of a medical officer. Service of this nature should not be considered compulsory except under extraordinary circumstances, and where journeys of this distance are frequent, provision should be made for the services of a Sub-Assistant Surgeon.

When an uncovenanted officer requiring medical aid lives at a distance of more than two miles from the official residence of the medical subordinate, and the latter has to hire a conveyance for the journey, the expense so incurred should be defrayed by the officer concerned.—*Govt. Gazette, May* 9, 1872.

25. **Post-mortem Examinations.**—A medical officer, not being a Civil Surgeon or an officer in medical charge of a civil station, shall be entitled to a fee of Rs. 16 for conducting a *post mortem* examination, and to a fee of Rs. 10 for conducting a *medico-legal* examination other than a *post-mortem* examination, in cases not falling within the ordinary discharge of his duties, whether or not he is required to give evidence in a court of justice in connection with such examination. It is, however, to be distinctly understood that when such an officer is required, under these circumstances, to give evidence in a court of justice, he shall not be entitled to any remuneration in addition to the fee above sanctioned other than the usual expenses paid to a witness."—*G. R. No.* 368, *Aug.* 22, 1882.

The ruling of the Government of India regarding the grant of fees for *post-mortem* examinations cannot be regarded as sanctioning the

grant of fees for conducting *post-mortem* examinations to officers on civil duty, part of whose duty it is to make such examinations.—*G. R. No.* 4353, *Nov.* 2, 1882.

25. **Gratuitous attendance.**—Government officers who are entitled to gratuitous medical advice at their own stations are equally entitled to it at any station where there may be a medical officer of Government.

Gratuitous medical aid cannot be granted to the families of any public servants, and the amount of remuneration for such aid and attendance is in every case left to private adjustment.—*G. of I. Notif., Sept.* 29, 1857, *and G. R. No.* 2528, *Oct.* 27, 1869.

26. Government servants in whose covenant there is the condition that they are to receive medical aid and supplies at Government expense shall in case of need be supplied with medicines from the Government hospital nearest their respective residences.—*Govt. Gazette, Sept.* 8, 1870.

27. **Medicines.**—Medicines are supplied gratis from civil hospitals up-country to all public servants: but at Bombay, Poona, and other places, where there are chemist shops, only to those whose pay is Rs. 50 a month and less: to others on payment.—*G. R. No.* 468, *Feb.* 13, 1871, *and No.* 396, *Feb.* 9, 1874.

28. District officers going on tour are supplied with medicines from the civil hospital of their station, and also such Mámlatdárs as Collectors think will make a good use of them.—*G. R. No.* 468, *Feb.* 13, 1871, *and No.* 3942, *Nov.* 19, 1873.

29. It is the duty of the Civil and Presidency Surgeons to examine candidates for public employment, and to certify to their fitness or unfitness without receiving any gratuity or fee. In the Mofussil the Civil Surgeons should fix a particular day, hour, and place at which they will receive candidates weekly for examination.—*G. R. No.* 1853, *May* 3, 1872.

In the Town and Island of Bombay the following medical officers examine candidates: namely, the Surgeons of the Marine Battalion and other Native Regiments in Bombay, of the European General Hospital (also the Assistant Surgeon), and of the Gokuldas Tejpal Hospital, the 1st and 2nd Surgeons, J. J. Hospital, the Opthalmic and Obstetric Surgeons, the Superintendent of the Lunatic Asylum, and the three Presidency Surgeons. Candidates for the public service should be examined by the medical officer nearest to the office in

which they are employed, from the head of which they must bare a letter or memo.—*G. Notif. No.* 3265, *Nov.* 25, 1879, *and G. R. No.* 3350, *Nov.* 8, 1880.

30. All the heads of departments under Government may officially apply to the Chemical Analyzer at the Presidency for such chemical analyses and opinions as may be required by them for the proper discharge of their duties.—*G. R. Aug.* 15, 1855.

31. **Private practitioners.**—Fees to Medical practitioners not in the service and the cost of medicines privately purchased cannot be repaid by Government to public servants who are entitled to the gratuitous attendance of a Government Medical officer or to medicines from a Government dispensary.—*G. of I. No.* 2067, *July* 28, 1877.

32. Government cannot lay down any distinct rules for payment to Medical practitioners not in Government service for attendance on Government servants. They recognise the propriety of affording relief in cases of real necessity, and must rely on the discretion and judgment of local officers that the liberality of Government is not abused. Bills incurred under this authority must be sanctioned by Government before payment.—*G. R. No.* 2840, *July* 7, *and No.* 3112, *July* 27, 1876.

33. **Local Fund servants.**—As Local Fund employés come under the same rule as Government servants as regards leave, pay, and allowances, they are also entitled to the privilege of medical attendance free of charge.—*G. R. No.* 544, *Feb.* 16, 1878.

Rules for the transmission by post of articles for Analyses.

(1.) The suspected *viscus* or other portion of the body to be sent for examination should be enclosed in a glass bottle or jar, fitted with a stopper or sound cork.

(2.) If liable to decomposition it should be immersed in methylated spirits of wine, which should be used in the proportion of one-third of the bulk of the material

N B.—The use of spirits of wine in packing viscera should be invariable, whether the season is hot or cold, and care should be taken that common bazar spirit is not used

(3.) The stopper or cork should be carefully tied down with bladder or leather and sealed. To ascertain that it has been

securely closed, the bottle or jar should be placed for some minutes with its mouth down.

(4.) The glass bottle or jar should then be placed in a strong wooden or tin box, which should be large enough to allow of a layer of raw cotton, at least three-fourths of an inch thick being put between the bottle or the jar and the box.

(5.) The box itself should be encased in common gárah cloth, which should be sealed in accordance with the usual rules of the Post Office as to parcels.

(6.) Despatching officers will be held personally responsible that these instructions are carefully followed. Whenever practicable, such parcels should be packed under the immediate supervision of the District Civil Surgeon.

(7.) At all stations where there is a District Civil Surgeon the parcels should invariably be sent to the Post Office by that officer and not by a subordinate officer; but where there is no Civil Surgeon, they may be sent through the sub-divisional officer.

(8.) A declaration of contents to the officials of the Postal Department is unnecessary, and should not be made.—*Chemical Analyser with G. R. No.* 813, *Mar.* 19, 1880, *and G. of I.* 14, 1001-12, *Sept.* 14, 1880.

V.—Rewards for the destruction of Wild Beasts.

34. **Principles.**—On the general question as to the best means of securing the destruction of noxious animals and poisonous snakes, the Government of India passed the following Resolution, dated September 11, 1871:—

"The papers now before the Government of India conclusively establish the fact that the evil under consideration is a very serious one. The loss of life, though probably not quite accurately reported, is certainly enormous. Nowhere is the destruction of life by wild beasts so great as in the Lower Provinces of Bengal. In other provinces, as cultivation and civilization have advanced, wild beasts have diminished in number. In the Punjab and in most parts of the Bombay Presidency the presence of the more dangerous species is now stated to have become exceedingly rare.

"This serious mortality could be very largely reduced by the extirpation of those animals in the neighbourhood of human habitations. This should be first attempted, and every reasonable means taken to secure their destruction whenever they make their appearance near

towns or villages. The system of rewards hitherto in force in all provinces seems to be the most effective means by which the Government can accelerate the work, and Local Governments and Administrations are empowered to increase, within the limits of their respective budgets, allotments, the rate of the authorized rewards, whenever such a measure is considered desirable; but rewards should only be given for killing destructive, and not merely wild animals.

"As regards snakes, it seems to be overlooked by many officers that there is a deep-rooted prejudice among most natives against killing a snake—a prejudice which nothing but the offer of a reward will overcome. And as deaths from snake-bite are extremely numerous, the recent prohibition against the grant of rewards for killing snakes should be partially withdrawn, and rewards not exceeding two annas a head as a general rule should, at the discretion of the Local Governments and Administrations, be offered for snakes known to be deadly, that is, the cobra and some other species to be expressly named. But such rewards should not be offered throughout a whole province or for an unlimited period, but in selected districts where the mortality from snake-bite is greatest, and for a period not exceeding two years. At the end of this period the result of the experiment should be reported to the Government of India, in order that, if successful, the propriety of extending it may be considered; and it is clear from the correspondence that care should be taken that no reward be given without the snake, when killed, being seen by the officer who grants the reward, and that the head of every such snake should be cut off and destroyed as soon as the reward is given.

"Although it is not desirable to grant a monopoly for the purchase of the skins of the wild animals killed for rewards, or in any way to commence a traffic in them, yet it is proper for the district officers to exercise an effectual check on the disbursement of rewards by subordinate officials where the work is entrusted to such officials. Whenever *Shikarees* are allowed to appropriate the skins of animals, precautions should be taken to prevent the same skins being shown twice, as the necessity of this to prevent fraud, especially in case of animals for which the lower rates of reward are offered, has been proved."

The Governor General in Council hopes that in tracts where wild animals abound licenses under the Arms Act will be freely given by the local officers.—*G. of I. Oct.* 31, 1881.

Endeavours should be made to induce men belonging to the shikari class to devote themselves specially to the work of destruction in districts which are more than usually infested with wild animals, and Local Governments are authorized to make special arrangements for the experimental employment of such men.

In the Fatehpur District in the North-Western Provinces, the entertainment of a body of special shikaris resulted in the destruction of a considerable number of wolves with which that district was infested.—*G. of I. Nov.* 7, 1882.

35. **Scales of reward.**—In this Presidency, owing to certain frauds in Sind, rewards for the destruction of all wild animals except tigers, cheetas, and panthers were discontinued in that province in 1865. Similar frauds were perpetrated in Khándesh in 1870, and the above restriction was then enforced throughout the Presidency. These rules have since been relaxed, and the present scale of payment is as follows:—

Tigers	Full-grown	Rs. 24
	Half-grown	„ 12
	Cubs	„ 6
Cheetas, Leopards, and Panthers. Bears (in Canara only).	Full-grown	„ 12
	Half-grown	„ 6
	Cubs	„ 3
Full-grown Wolves (in Khándesh & Ahmednagar)		„ 4

The wolves' skins are to be cut into strips in the presence of the Assistant Collector, to prevent their being brought up again—*G. R. No.* 3231, *Oct.* 22, 1875.

Snakes.

For many years rewards for the destruction of venomous snakes were payable throughout the Presidency, but it was found that except in the Ratnagiri and Satárá districts the system was practically useless. In these two districts the killing of snakes is a recognized occupation, and rewards are paid according to the following scale:—

Cobra di Capello ...	Annas	2	
Phursa or Cobra Manilla.	„	1	In Satárá.
	Pies	6	In Ratnagiri.
Other species possessing a fang in the upper jaw.	Pies	6.	

Every snake should be cut in pieces after the reward has been allotted and the remains buried.

Collectors and their Assistants and Deputies are to guard against undue expenditure, and when the payments in any one taluka in one month exceed Rs. 50 they should be stopped and a report made to the Collector.

Collectors and their Assistants and Deputies are to see that subordinates authorized to pay rewards understand the mark by which the presence of venom is known.—*G. R. Nos.* 1672, *June* 17, 1872; 2072, *July* 23, 1874; 1874, *July* 17, 1879.

Commissioners should impress on the Municipalities within their charges the desirability of aiding in the work of the destruction of poisonous snakes.—*G. R. No.* 25, *Jan.* 6, 1879.

38. **Other animals.**—Rewards for the destruction of crocodiles or other creatures destructive of life are sanctioned by Government when necessary as special cases.—*G. R. No.* 1865, *Aug.* 6, 1869.

39. **Stray dogs.**—The cost of the destruction of mad and stray dogs is to be met by bills drawn by Magistrates and Superintendents of Police and sanctioned by Government.—*G. R. No.* 3658, *Sept.* 17, 1872.

VI.—Miscellaneous.

Rules under S. 18 *of the Factories Act*, 1881.

Fencing of machinery.

1. Every hoist or teagle near to which any person is liable to pass or to be employed, and every fly-wheel directly connected with the steam or water or other mechanical power, whether in the engine-house or not, and every part of a steam engine and water wheel shall be securely fenced to the satisfaction of the Inspector.

Fencing of mill-gearing.

2. Every part of the mill-gearing shall be securely fenced in such manner as the Inspector considers sufficient, or be in such position or be of such construction as to be equally safe to every person employed in the factory as it would if it were securely fenced.

Orders under Section 12 (*c*).

3. Every order for the fencing of any part of the machinery or mill-gearing of a factory which an Inspector may pass under Section 12 (*c*) of the Act, shall be recorded by him in writing, and

a copy thereof signed by the Inspector shall be delivered by him to the occupier of the factory, or in his absence to his principal agent in charge of such factory. The Inspector shall state clearly in the order what is required in order that the said machinery or mill-gearing may be securely fenced, and shall specify a reasonable time within which what is required to be done shall be completed, and shall further give notice that if it shall not be so completed the person responsible for the breach of the order will be prosecuted under Section 15 of the Act.

Inspection.

4. Every Inspector of factories under the Act shall inspect under Section 4 of the Act every factory within the local limits for which he is appointed within three months from the publication of these rules in the *Government Gazette*, and thereafter as often as he shall deem sufficient, of which he shall state the times in his quarterly report. The Inspector may enter a factory for the purpose of Section 4 of the Act at any time during the day, except that he shall examine the children employed in order to verify the register kept under Section 11 of the Act only in working hours. The Inspector may take with him as assistant or assistants any person or persons whom he may deem qualified to give a professional opinion as to the secure fencing of machinery and mill-gearing.

Quarterly Report.

5. At the end of every quarter every Inspector under the Act shall forward to Government a full report of the results of each inspection made during the past quarter and of his examination of the premises and machinery and of the registers of the children employed, together with a statement of all orders passed by him under Section 4 (*c*) and Section 12 (*c*) of the Act, and of all prosecutions instituted by him or with his sanction under Section 15 of the Act and their result.

Orders under Section 4 (*c*).

6. Every order passed by an Inspector under Section 4 (*c*) of the Act shall be in writing and a copy thereof signed by the Inspector shall be delivered by him to the occupier of the factory, or in his absence to the principal agent in charge of such factory.

Appeals.

7. Any occupier of a factory on whom an Inspector under the Act serves an order under Section 12 (*c*) of the Act may within seven days after receipt of such order appeal, if the factory is in the

town and island of Bombay, to the Government of Bombay in the General Department, and if the factory is in the Mofussil, to the Commissioner of the Division in which it is situated. There shall be no appeal from an order by a Commissioner in appeal, but Government may review any order under Section 12 of the Act either of an Inspector or of a Commissioner in appeal and may pass any orders thereon which may seem proper.

Form in which an appeal shall be made.

8. An appeal under Section 12 of the Act shall be made in the form of a memorandum of appeal similar to that prescribed in the fourth schedule to the Civil Procedure Code, No. 173, and bearing a Court Fee stamp in accordance with Article 11, Schedule II. of the Court Fees Act.

When the appeal shall be heard.

9. The appeal shall be heard at as early a date as may be convenient, due notice of which shall be given to the applicant and the Inspector.

The appellate authority shall make or cause to be made in such manner as he may see fit such enquiry as may appear to him to be necessary for the purpose of deciding the appeal.

Amended order.

10. If the order of an Inspector under Section 12 (*c*) of the Act is set aside in appeal, the Inspector shall as early as possible deliver to the occupant of the factory such amended order as may seem to him required.

Notice of accidents under Section 13.

11. The notice of accidents under Section 13 of the Act shall be in the Form E. appended; and

(*a*) if the accident causes death, or

(*b*) causes bodily injury as described in Section 13 of the Act, such notice shall be sent within one hour, in the Mofussil to the nearest resident Magistrate, a duplicate of the same being transmitted to the local Inspector under the Act, and in the Town and Island of Bombay to the Inspector under the Act.

A notice in writing to the same effect and within the same time shall be sent to the nearest Police Station.

When an accident occurs in a factory which neither causes death nor bodily injury as described in Section 13 of the Act, notice of such accident shall be given within twelve hours to the local Inspector under the Act.

12. The intervals under Section 7, clause 2, of the Act shall be regulated as follows: No child employed in any factory shall continue at work more than 4½ hours without an interval of 1 hour, or more that 3½ hours without an interval of half an hour. With this proviso the occupiers of every factory where children are employed shall prepare the notice required by Section 7, clause 4 of the Act, in consultation with the local Inspector, and shall furnish him with a copy thereof for the confirmation of Government.

Intervals for food and rest.

13. In addition to the notice required by Section 7, clause 4 of the Act, every occupier of a factory shall set up and maintain in a conspicuous place in the factory a printed or written notice in English and the vernacular of the daily working hours of the factory in Form A appended.

Notice of working hours.

14. The Register to be kept under Section 11 shall be in Form B appended. Every occupier of a factory shall also keep a register of certificated children in Form D, appended to which shall be attached a file of certificates granted under Section 5 of the Act to all children employed in the factory.

Register to be kept under Section 11.

15. Certifying Surgeons under Section 5 of the Act shall grant certificates in the Form C appended and shall keep a register in the Form D appended.

Certificates granted under Section 5.

16. The Magistrate of each District shall receive the notices under Section 8 of the Act as regards factories situated in his district; as regards factories situated in the Town and Island of Bombay, the Collector of Bombay shall receive such notices.

Notice of holidays under Section 8.

17. A legible copy of these rules and forms, with a translation thereof in the vernacular of the district in which the factory is situated, shall be kept hanging in a conspicuous place in each factory.—*G. Notif. No.* 2072, *Sept.* 10, 1881, *and G. R. No.* 3374, *Aug.* 30, 1882.

Copy of the rules to be put up in each factory.

INSPECTION REPORTS UNDER THE FACTORIES ACT.

The reports should be made up for the quarters ending 31st March, 30th June, 30th September and 31st December, and should

be submitted by the Collectors concerned to the Commissioners of their Divisions on the 10th of the month following the quarter to which they relate.—*G. R. No.* 469, *Feb.* 9, 1882.

Archæological Remains.—All Revenue, Police, and Public Works Officers should be reminded that they should protect architectural and archæological remains from wanton destruction wherever possible.—*G. R. No.* 1631, *May* 21, 1881.

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"2. The Governor General in Council accepts the principle of maintaining objects of interest *in situ*, but is inclined to consider it desirable to remove *isolated* remains to a museum. The case of a capital lying without a shaft might be interpreted to include a number of interesting objects which should be retained *in situ*. Such a capital might belong to a building worth preserving, and, although its exact position in the building might be unknown, it would still be a mistake to remove it. *Fragments of a ruined monument of value and interest should be retained* in situ *and collected and displayed in or at the building.*

"3. In the case, however, of the numerous small votive topes surrounding the great Buddhist Temple at Buddha Gaya in Bengal, there are a multiplicity of duplicate specimens, and there is no object in retaining them all at the spot.

"4. The principles which should be followed are to treat each case on merits and after individual investigation with the view to preservation '*in situ if possible.*' No removal should be allowed before the curator has had an opportunity of learning the circumstances of each case and of submitting an opinion.

"5. There are cases where the removal of objects is necessary, as in the example of the Buddhist ruins of ancient Gandhara now occupied by the Yusufzai Afghans; their bigotry prompts them to destroy, as a religious duty, all emblems and figure representations appertaining to the worship of the hated idols. Custody under such circumstances is impracticable, and the only remedy is to transfer the sculptures to a place of security. But in most places in India, Hindus and Muhammadans live peaceably side by side, and the custody of ancient remains can easily be secured *in situ*." *Curator of Ancient Monuments, with G. R. No.* 4998, *Dec.* 15, 1882.

2. The general duty kárkuns in each táluka should be supplied with a list of the archæological remains, and should annually report on their condition, and also bring to notice any new remains they may discover.

The village officers should be informed that they will be held responsible for the removal or destruction of any such remains within the limits of their villages.

The removal of inscribed stones wherever they exist without the sanction of Government should be absolutely forbidden, as inscribed stones were intended to remain where placed. The removing them to local museums would be a work of time and expense, and would entirely rob the locality, where they may be found, of the interest derived from them.

Stringent orders should be issued in the Public Works Department prohibiting the removal or destruction as above, by any officers of the Railways, Irrigation and other branches, without written permission of the Collector.

When stones have been removed or destroyed by the order, or with the sanction of Government, the Collector should keep a record of the original locality and present situation.—*G. R. No.* 1992, *June* 9, 1883.

3. All discoveries of objects of archæological interest made by Government officers (whether belonging to the Archæological Survey or not) should be reported by them to the head of the Local Government or Administration within which the discovery is made. When such a report is made, it will rest with the Local Government or

As regards the question of preservation *in situ* as opposed to removal to, and exhibition in, a museum, it may be observed that the great majority of the discoveries made by the Archæological Survey of India consist of the remains of buildings, massive pillars or inscribed blocks, which cannot be removed, and should for many other reasons be preserved where they stand. The case is, however, different with isolated figures, not *in situ*, especially if they are the remains of an extinct religion, such as Buddhist figures, which are not unfrequently mutilated by the people, unless they happen to have been adopted by the Brahmans as belonging to Hindu cults. In regard to such isolated figures, and to others which, although not mutilated, are lying neglected about the country, it appears to the Government of India that these might with propriety be removed to some safe place of deposit, such as the Indian Museum, where they could be seen and studied by all persons who take an interest in Indian Art. The Governor-General in Council desires to make it clear that he is entirely opposed to the removal of any objects which are still *in situ* such as

the monoliths attached to Buddhist *stupas* and Brahminical temples; but, on the other hand, there seems no sufficient reason why isolated remains, such as a capital which is found lying without a shaft, or stray statues the original site of which is unknown, should not be removed to some museum in order to save them from future injury. To this class also belong the sculptures which have been found scattered about the Buddhist ruins of the ancient Gândhâra now occupied by the Yusufzai Afghans, whose custom is believed to be to mutilate such remains, unless this is prevented by their prompt removal to a place of safety.

In making the above remarks, the Governor-General in Council has not lost sight of the fact that it may be argued that the claim of the Government to objects of archæological value rests upon no sufficient legal or other foundation. The Government has in fact never claimed any indefeasible right of property in such objects, nor could such a right be asserted without legislation. Experience has, however, shown that the arrangements necessary for securing any object worthy of removal to a museum, or for preserving it in any other way, can in most cases be made without difficulty by Local Governments or local officers. This being so, it does not appear necessary to take any legal powers of compulsory acquisition.

Administration to issue orders for the preservation of the objects discovered *in situ*, or for their removal to a Provincial or Local Museum, where such exists, in accordance with the general principles set forth in the paragraphs marginally quoted. Where there is no Local Museum, the object should be sent to the Imperial Museum, if the Trustees, to whom information of the discovery should be conveyed by the Local Government or Administration, should so desire.

Local Governments and Administrations will furnish the Trustees of the Indian Museum with lists of all Museums in the Province and with descriptive catalogues of their contents, and will report to the Trustees all fresh discoveries dealt with under the preceding clause.

The Trustees will be at liberty to arrange with Local Governments and Administrations either for the transfer to the Indian Museum of any object the Trustees may require or for acquiring it by exchange or for obtaining casts or other impressions of it, any points as to which there is a difference of opinion being referred to the Government of India for final decision. In dealing with such applications from the Trustees, Local Governments and Administrations will not fail to attach due weight to the desirability of completing any particular archæological series to which the Trustees of the Indian Museum may attach importance.—*G. of I. No.* 1-58-71, *June* 8, 1883; *G. R. No.* 2222, *June* 28, 1883.

RULES FOR THE CARE OF GOVERNMENT STALLIONS.

I. Ventilation—The stable windows, and all apertures (ventilators) in the walls, below and above, and through the ceiling, should always be kept open.

Between the hours of 10 A. M. and 4 P. M. during the hot months, when flies are troublesome, and in the winter nights when the air is cold and chill, the chicks of the doorways should be let down.

II. Stables to be kept clean.—The floor of the stalls should always be kept clean and level.

Dung and urine to be immediately removed and dry earth placed upon the part where urine has fallen.

The evacuations, soiled portion of the bedding, and foul earth of the floor, should be thrown at a distance, to prevent offensive smell reaching the stable.

If these precautions are not strictly observed, the stallions are liable to get sick and their feet diseased.

III. Bedding—A sufficient quantity of bedding must be provided to enable the stallions to lie down comfortably.

Every morning the bedding should be exposed to the sun to dry.

When the bedding gets old, it should be thrown away, and replaced by a fresh supply.

IV. Gate of the stallion stable compound—To prevent other horses coming into the stallion stable compound, a strong gate should be erected, and walls (not less than five feet high) built around the compound.

V. Tying up stallions prohibited—Stallions, when in the stable, are not to be tied up, except when being groomed.

Head and heel ropes are not to be used.

The doorways of the stall should be fitted with strong gates.

VI. Watering—Stallions should be watered three times a day, and should not be fed till half an hour after watering. A horse when watered soon after eating grain, is very liable to get gripes.

VII. Feed of Stallions—The following is the average ration per diem for stallions, large horses receiving more, small ones less, viz :—

8 lbs. of well-crushed gram or of coolty, boiled, or half and half of each.
2 lbs. bran.
20 lbs. dry grass or kerby, or 40 lbs. huriali grass.
10 lbs. lucerne grass } when procurable.
4 lbs. carrots }

If the horse can eat more than 40 lbs. huriali it should be given to him.

VIII. Grooming—Stallions should be well groomed, with the brush, twice a day.

The brush is to be cleaned with the currycomb.

The currycomb is not to be applied to the horse.

When the horse is not properly groomed, he is liable to have skin disease.

IX. Washing prohibited—Stallions should not be bathed or washed, as either one or the other is likely to produce rheumatism and weakness of the loins.

X. Exercise—Stallions to have about two hours of fast walking exercise, morning and evening, at a place unfrequented by other horses.

XI. Picketting stallions out at night—During the summer months, when the stables are hot at night, the stallions should be picketted out in the stable yard (surrounded by a wall or rail fence) tied by the head only, from 7 P.M. to 4 A.M.

Heel ropes are not to be used in picketting the stallions.

XII. Stallions to be shod—Stallions are to be shod when shoes are deemed necessary.

When shod, the shoes should be removed, the feet duly reduced, and the old or new shoes applied, once a month.

XV. Fees, covering, prohibited—No fees of any kind are to be given or received.

The Government stallions are allowed to cover ⅄ and **D** branded mares gratis.

Zilladars and stallion-keepers are strictly forbidden to receive any fees directly or indirectly from the owners of mares.

XVI. Sickness—In the event of a stallion becoming ill or getting injured, a report should be sent to the Superintendent, Horse-breeding Operations.

Should the sickness or injury be of a serious nature, and the stallion fit to be moved, he should be at once sent to the depôt hospital for treatment.

If any stallion is found to be weak, he should not be allowed to serve, and a report regarding his state should be submitted to the Superintendent, Horse-breeding Operations.

When a stallion is found not to fill his mares, the circumstance should be reported to the Superintendent, Horse-breeding Operations.

Stallion-keepers should always have ready at hand the usual colic mixture and enema pipe by them, so as to be able to treat such stallions as may get gripes.

The mixture to be given as directed.

As long as the symptoms of gripes continue, clysters of tepid water and oil should be administered.—*Superintendent, Horse-breeding Operations, with G. R. No.* 6223, *Sept.* 9, 1882.